OFF-SITE FACILITY REPORT (DHEC 1964)

**DO NOT WRITE ON THE FORMS IN THIS BOOK.
PHOTOCOPY AS MANY COPIES OF EACH FORM
FROM THE BOOK AS NEEDED. COMPLETE YOUR
REPORT ON THESE PHOTOCOPIED FORMS IN INK
(OR TYPE) AND SIGN CERTIFICATION BY HAND IN
INK. USE THESE AS YOUR COMPLETED ORIGINALS.
KEEP A COPY OF YOUR COMPLETED ORIGINALS IN
YOUR FILES AND SEND THE COMPLETED ORIGINALS
TO SCOHEC. PLEASE DO NOT COMPLETE FORMS
THAT DO NOT APPLY TO YOUR COMPANY AND DO
NOT SUBMIT BLANK FORMS.

Instructions

L Attach a Name and Address label (supplied with your report form packet). If you do not have labels, please contact this office at (803) 896-4139.

NOTE: Any company name, address and/or contact person change requires a South Carolina Notification and Reporting Form (DHEC Form 2701) to be completed.

- II. Enter "X" only if your company had absolutely no hazardous waste activity during this quarter. DO NOT FILL IN ZEROS ON THE REST OF THIS FORM, AND DO NOT SUBMIT ANY BLANK FORMS. This means your company had no old waste on-site anywhere and did not receive any hazardous waste from an off-site source during the quarter.
- III. Enter the total amount IN POUNDS of hazardous waste in storage at your facility at the end of this quarter (regardless of how long it has been there). This is waste that you have in storage (either interim status or permitted) that you received from off-site sources. Waste in storage that you generated will be reported on the on-site T,S,D,R portion of DHEC Form 1962.
- IV. Enter the total amount IN POUNDS of hazardous waste received by your facility during this quarter from off-site sources.
- **V.** Enter in the following:
 - The EPA ID # of the generator from whom you received this waste:
 - The date (month, day, year) that you received this waste;
 - A complete description of the waste you received at your facility;

- The EPA/DHEC waste number (code) that best described the waste you received;
- The manifest document number * for this waste shipment;
- The management code for this waste that represents what will ultimately happen to it on your site. The management codes can be found in the back of this booklet.
- The amount IN POUNDS that corresponds to the generator EPA ID #, date received, description, waste number (code), manifest document number, management code.

NOTE: If for example you receive a waste that undergoes five (5) different management codes, then list only the last management code. If you have a waste that is in storage at the end of the quarter waiting to undergo a treatment or recovery method, then list that treatment or recovery method.

*THE MANIFEST DOCUMENT NUMBER IS A UNIQUE UP TO ELEVEN-DIGIT NUMBER, DO NOT REPEAT IT WITH DIFFERENT SHIPMENT DATES. It will be possible when a generator sends several different wastes on one manifest to have several entries on this form with the same manifest document number, generator EPA ID #, management code and date received, however, the remainder of the information should be different.

NOTE: Your Company may receive hundreds of shipments per quarter. Therefore you may need to fill out multiple pages of the DHEC Form 1964 to complete your report. Enter the total amount **IN POUNDS** of hazardous waste in storage at your facility at the end of the quarter and the total amount received **ONLY ON THE FIRST PAGE** of these forms (DHEC Form 1964).

ALL AMOUNTS ARE ROUNDED TO THE NEAREST WHOLE NUMBER AND ARE LEFT JUSTIFIED. (Example: 12345___ NOT 000012345)

VI. Sign, date and enter your phone number on your certification in order to conclude the first page of your Off-site Facility Quarterly Report

Please send your completed form with original signature to:

SCDHEC

Bureau of Land & Waste Management Hazardous Waste Compliance & Enforcement Section 2600 Bull Street Columbia, SC 29201



Quarterly Hazardous Waste Report Off-Site Facility Report

Peel off Name and Address Label from backing and place here. Note: Any company name, address, and/or contact person changes require DHEC II.	PRO	MOTE PROTECT PROSPER		Off-Site Facility Report		
Total amount of Hazardous Waste in Storage at the end of this quarter (in pounds). V. Generator EPA/DHEC ID# Description of Waste Received Manifest Document Number Description of Waste Received Manifest Document Number Description of Waste Received Management Code Manifest Document Number Description of Waste Received Description of Waste Received Amount (lbs.) V. Certification Leetify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personner property gainer and evaluate the an information submitted. Based on my inquiry of the person or persons who ramage the system, or those persons directly responsible for gathering the information. Including the possibility of first and improvements for knowledge and belief, time, accurate, and complete a law asset that the example in persons or prepared under my direction or supervision in accordance with a system designed to assure that qualified personner property gain the person or prepared with a system designed to assure that qualified personner property gain to the control of the person or designed in the section of the person or designed in the section of the person or designed in the section of the section of the person or designed and belief, time, accurate, and complete in an asset that the enerconnection or designed in the designed to assure that qualified the method of unservent, storage, or disposed and retrieved to the method of unservent to fluore and the time of the method of unservent and the encoronnection. The objects and the section of the person and called the method of unserventy and tasked the method of unrently available which minimizes the present and fluore the person and called the method of unrently available which minimizes the present and fluore the person and called the method of unrently available which minimizes the present and the encoronnects.	I.	Note: Any compa	any name, address, and/or conta	•	U / L Quarter & Year	
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